JOB DESCRIPTION

Designation	Communications and Outreach Associate (TP Career Kickstarter)
School/Department	School of Informatics & IT
Number of Positions	1
Duration	12 months

Key Responsibilities
• Support our communications, alumni relations and student outreach efforts. • Create and edit outreach videos. • Develop outreach related applications. • Engage with and deliver presentations to current and prospective students. • Create and manage social media content and community engagement. • Support alumni network coordination. • Support school events.

Prerequisites
• Possess basic technical skills such as photography, email marketing tools, video recording & editing • Interested in publicity content creation and communications • Interest in social media management • Able to support event coordination • Able to perform research & analysis • Knowledge of IT concepts including web development, basic programming, and software troubleshooting • Effective project support and coordination skills • Able to work independently, manage multiple tasks, and collaborate effectively within a team environment • Strong public speaking and interpersonal communication skills • Dynamic and organised